

COPY

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Assistant Director for Operations

23 January 1948

Executive for Administration and Management

Filing Operations and Table of Organization, FBIB

REFERENCE: Memoranda of 5 and 8 December 1947 from Assistant Director for Operations to Executive for Administration and Management, Subject: Organization of Filing by FBIB Office of Operations and Revision of T/O.

1. In view of its marginal value in proportion to the cost of filing, monitored broadcast material not transmitted by teletype to the FBIB departmental office will not be sent to Washington. Effective immediately any of this material now, or in the future, on hand at the FBIB departmental office shall be disposed of in accordance with the CIA regulations. FBIB field offices will act as the repository for such material not transmitted to Washington. This material will be periodically disposed of in accordance with CIA regulations.

2. Material transmitted by teletype from FBIB field offices will be held in the departmental office for immediate reference and after a reasonable period disposed of in accordance with CIA regulations.

3. To provide personnel for temporary simple filing of this material and retained copies of FBIB publications, the Table of Organization for FBIB, O/O, dated 10 April 1947 is amended as follows:

Administrative Office --

Add:

1 File Clerk	CAF-5
1 File Clerk	CAF-3

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

Signed

Executive for
Administration and Management

cc: Personnel Branch (2)
Budget & Finance Branch (1)
FBIB (1)

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